

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Drivers License Examination Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
06298	Drivers License Clerk
06299	Drivers License Clerk-Senior
06300	Drivers License Examiner
06302	Drivers License Hearing Officer

Series Concept

This series includes those positions directly involved with support work in the operation of a Department of Transportation Drivers License Office.

Exclusions

Positions assigned full supervisory duties. Positions that are not primarily involved in the daily operation of a Drivers License Station

Class Distinctions

Drivers License Clerk

Positions at this level are involved in a variety of clerical support tasks in order to assure that applicants are eligible to apply for and receive the type of vehicle operator's permit they request. This will include administering and scoring the vision screening and the appropriate written knowledge examinations.

Drivers License Clerk-Senior

Positions at this level perform functions as indicated above plus administer and score motorcycle skills, car, truck, passenger and Commercial Drivers License (CDL) pretrip, skills and road driving examinations. They also review the driving performance with the applicant following the test drive. Re-examinations are administered and incumbents work with rehabilitation specialists in determining appropriate restrictions and/or special equipment needs for persons with disabilities.

Drivers License Examiner

Positions at this level provide general office operational oversight and perform full leadwork responsibilities over other station staff. They also respond to media contacts and promote highway safety through public service activities and presentations to schools and civic groups.

Drivers License Hearing Officer

Positions at this level interview persons cited under motor vehicle laws. They investigate charges and motorists' driving records to ascertain facts and information prior to consultations and hearings. Incumbents conduct quasi-judicial hearings and decide on suspension, revocation, probation or other

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appropriate remedies for violators of motor vehicle laws. They also prepare reports containing information obtained in conferences and appeal proceedings to document decisions

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